

Meeting date: 18 March 08:30 – 10:30

Meeting place: Teams

Meeting subject: Meeting # 1 – 2022, AGRO Data Management Committee

Attendees: René Gislum, Enoch Narh Kudjordjie, Maria Knadel, Karin Dyrberg, Mette Vestergaard Odgaard, Dennis Villadsen, Jens Grønbech Hansen, Christina Rønn Ingvarsen, Jens Bonderup Kjeldsen, Jytte Christensen

Agenda:

1. Approval of agenda and minutes from meeting in November
2. Messages:
 - a. Activities at Faculty and National level / Jens
 - b. Other messages from committee members
3. Follow up on recommendations from last meeting and related to the tasks of the committee/ all
 - a. Repositories, - possibilities and roadmap / Jens and Maria
 - b. The needs for procedures and a 'Field Trial Planning Tool' / Jens B. Kjeldsen
 - c. Use of videos for our procedures and protocols / Henning Thomsen
 - d. Recommending concrete actions and a roadmap at institute and section level / all
4. Annual review of the department maturity assessment regarding information and data /Jens
5. AOB
6. Next meeting 13/6

Ad 1: Approval of agenda and minutes from meeting in November

Approved

Ad 2: Messages

Ad 2a: As a member of the AU Open Science Forum, Jens participated in a workshop organised by AU-IT on the ERDA and ERDA-SIF portals. ERDA-SIF is a tool for implementing systems for storing, sharing and archiving of data (SIF is for GDPR data and ERDA is for general research data). KU use the tool today and AU will implement the same system in 2022.

AU requested some use cases for test. Jens has proposed to two use cases; the soil texture database and the European RustWatch database. It was suggested also to use data from SYSTEM that Birger is involved in. Mette will make contact between Jens, Birger and Lars (Lars is the person to take over from Birger).

The ERDA-SIF system will be tested in June and released in September.



Jens is actively involved in a working group under the ministry for implementation of FAIR data at universities and research institutions. Topics for this working group are (there are 5 working groups): Motivate subject groups / institutes across the universities to define how to implement the FAIR principles; define criteria for the value of data – regarding reusability and long term storage; within the subject areas, e.g. AGRO, to prepare recommendations of methods that ensure ongoing documentation of research data, as these are collected and generated, thus that all necessary information (e.g. metadata) is present when results are to be made available; propose actions to facilitate collaboration across the universities regarding the establishment of data stewardship support functions, whenever relevant from a resource perspective e.g. larger projects or initiatives coordinated by DeiC.

With Jens's involvement in the two groups, we have good opportunities to follow what is going on at a national and AU level.

Ad 2b:

Maria attended a meeting in the Digital Infrastructure Committee in December where the main focus point was on security issues. It is a problem that key persons from central AU-IT does not know what equipment we work with in the labs. In general there are problems to connect some equipment to the network.

Enoch mentioned that if you buy new equipment and the included computer is not one of the AU approved ones, it is important that you contact IT before trying to connect anything.

Ad 3a: Repositories, - possibilities and roadmap

Jens will continuously update the committee on the progress on the ERDA-SIF work. We should prepare a data management plan for each dataset, so we are ready to go for the ERDA-SIF repository.

Jens and Jytte will gather all relevant links for AU information on databases and update the committee homepage.

Ad 3b: The needs for procedures and a 'Field Trial Planning Tool'

Jens has discussed with Jens B. Kjeldsen about a field trial planning tool. The industrial experiments at Flakkebjerg uses ARM. This tool will also be useful for the long-term experiments. Nordic Field Trial (SEGES) is not useful for LTE.

It was decided to form a group to investigate on this. There should be representatives from all three stations (Jens Kjeldsen, Henning Thomsen, the successor of Thomas, Birthe Boelt, Anders Almskou-Dalgaard, Dennis Villadsen and Jens G. Hansen), see also rec. 6 under 3d.

Ad 3c: Use of videos for our procedures and protocols

All agreed on that videos could be valuable to show procedures in both field and laboratories.

Jens promised to make it possible to upload videos with metadata to the AGRO management toolbox. The link provided can then be included in any pdf-file or web page

It was decided to form a group to produce a protocol to start this activity with Karin, Henning, Camilla and Jens. Jens will call for a meeting and discuss who else should be involved.

Camilla might be able to train people in taking good videos.

Videos are good for describing procedures and protocols, but is also valuable for promoting our education.

Ad 3d: Recommending concrete actions and a roadmap at institute and section level

We went briefly through the status for group.

An overall issue is problems with connecting new equipment to the network. It is recommended always to consult AU-IT early in the purchase process.

All AU information on data management and FAIR data should be collected in one site. Jens and Jytte will look into this.

Long term recommendations from the Agro Data Management Committee:

1. Recommendations from the committee to the leadership

Rec. 1. Be aware of the FAIR data management policy framework at EU, national, AU, faculty and institute level

Actions: Identify policies and roadmaps at Faculty, AU, national and EU level and identify best practices, standards and procedures relevant for Agro e.g. implementation of ERDA and ERDA-SIF. What does it mean for AGRO? Describe opportunities and challenges. Include one person from AGRO in the Open Science Forum at the Faculty level – to feed our needs into this and to capture all relevant info about services from the University to Institutes and sections

Rec. 2. Increase information and training about FAIR data management

Actions: AGRO data management committee propose a strategy for information and training at all levels in the institute. Jens inform section heads about recommendations at the section head meeting. Produce a PPT with info and action plan to be used

at all section meetings. Present institute plan and roadmap at next institute meeting. Appoint one Data Steward in each section

Rec. 3. Data management plans and best practice in our institute

Actions: For each AGRO database make a digital Data Management Plan based on the EU or KU template. Make a training course for all data stewards to implement the DMPs. DMPs for all major datasets accomplished before end of 2022. Identify best practice. The DMPs will be used for: decisions on how the specific dataset / database should be made FAIR as well as feed into the metadata platform.

Rec. 4. Transition phase - Update the rules and regulations re O-Drive and prepare for the new ERDA and ERDA-SIF repositories

Actions: Jens and Camilla update the guidelines and templates for storage on O-drive, and describe the opportunities of ERDA and ERDA-SIF. Three datasets (Soil texture database and wheat rust database and Mette GIS data) will be used for cases during the implementation of ERDA and ERDA-SIF. Identify additional datasets to be transferred to ERDA and ERDA-SIF, start September 2022. Jens influence the implementation of those repositories via AU Open Science Forum and AU FAIR coordination committee to fulfil the needs of AGRO

Rec. 5. Prioritize and allocate time for data management at the project and institute level

Actions: make rules about the inclusion of a budget for data management in larger projects. Budget time for the data stewards to form smaller network groups across sections to work with FAIR tools and services in practice – and get help from the experts. In a transition phase allocate time for internal project on data management to facilitate the implementation of FAIR data management in the institute.

Rec. 6. Dataflow from the field: Field trial planning tool reporting tool from the field.

Actions: describe how to get data from the field and the labs into the data management systems efficiently including automatization. Generate standard protocols for dataflow and data standards. Need to form a group to work on this.

Short term specific challenges as identified in the institute e.g. from researcher days:

1. Equipment and software – data flows in the labs and fields as a part of our infrastructure (computers not on internet and software cannot run on new computers)
2. Human resources, dedicated to FAIR data management. Training of existing staff. At group level – feed into GRUS.
3. Clear descriptions. Which data should be saved and guidelines how, when and by whom.

4. A lot of data in paper form. If those data are relevant then we need dedicated time to digitize the data
5. Consider a time frame – start date. Discriminate between need to have and nice to have. Get overview of old relevant data (paper, floppy disk digital objects). Start with data related to policy support.
6. Meta data platform describing all our data – manpower needed for this.

Ad 4: Annual review of the department maturity assessment regarding information and data

This is mentioned in our mandate. ‘Modenhedsvurdering’ can be compared with Technology Readiness Level (TRL).

Jens will give an update the next meeting.

Ad 5: AOB

Christina asked what Foulum does related to digitalizing of log-books. It will be useful to have something electronic. Karin mentioned that Foulum-lab save in folders with project number. Reporting is done in excel.

At Foulumgaard they write the logs in word-format via google-docs.

Christina and Karin will discuss this and come up with a suggestion at the next meeting.

Next meeting 13 June 08:30 – 10:30.